

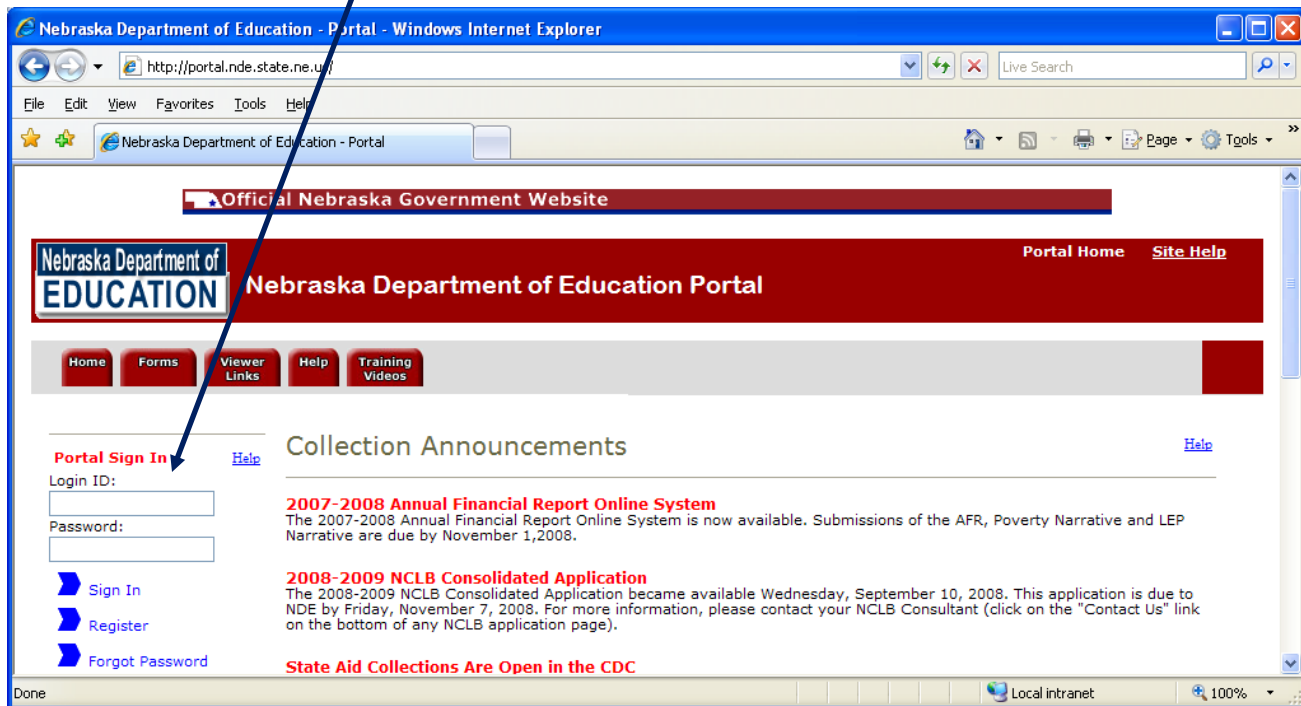
## ERATE VALIDATION REPORT

The Erate Validation Report is available to provide the qualified population Free and Reduced lunch counts that are used to calculate the percentage of discount when applying for Erate funding. The data is generated from the official Fall Membership submitted by Districts each year. In the event of audit, it is essential that the data be accurate and verifiable.

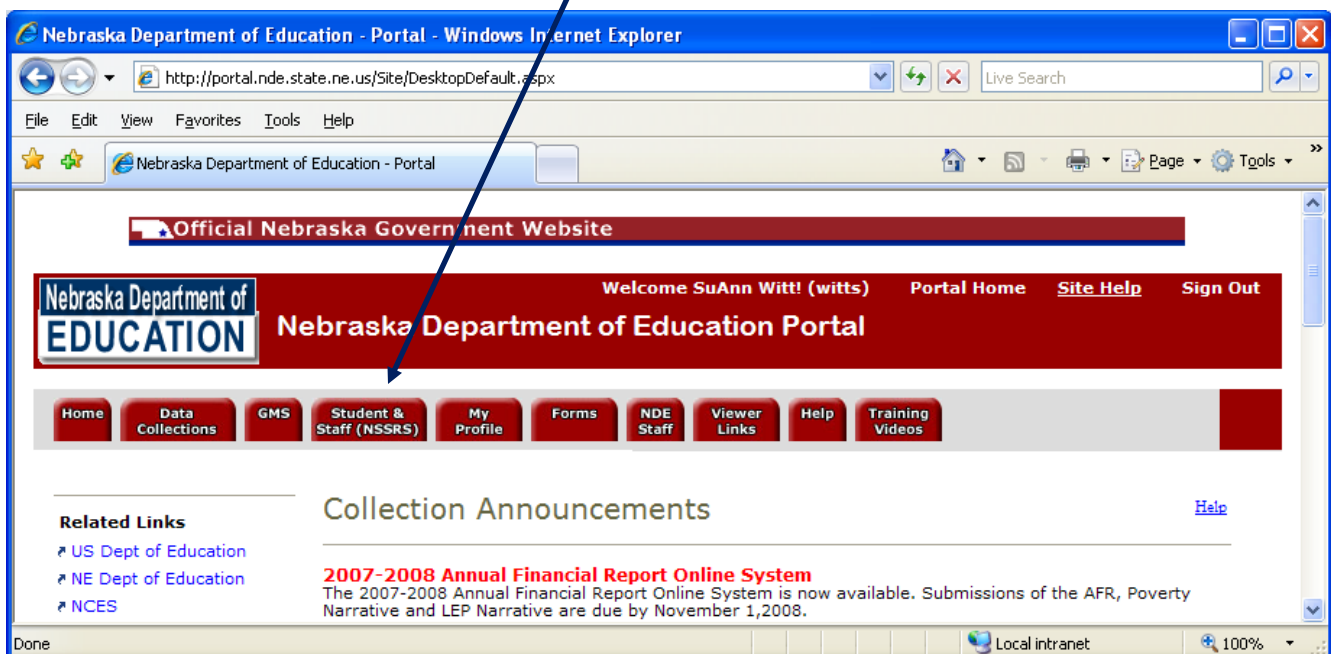
Instructions for generating the Erate Validation Report:

**Note: A valid login and permission are required to access the report tool.**

1. Login to the NDE Portal at <http://portal.nde.state.ne.us/>



2. Click on the tab labeled "Student & Staff (NSSRS)"



3. Click on the option [NSSRS Validation](#)

The screenshot shows the Nebraska Department of Education Portal in Internet Explorer. The browser address bar displays <http://portal.nde.state.ne.us/Site/DesktopDefault.aspx?tabindex=3&tabid=41>. The page features a red header with the Nebraska Department of Education logo and the text "Nebraska Department of Education Portal". Below the header is a navigation bar with buttons for Home, Data Collections, GMS, Student & Staff (NSSRS), My Profile, Forms, NDE Staff, Viewer Links, Help, and Training Videos. The main content area is titled "Student and Staff Record System" and includes a message: "Available You have access to this online System. Please proceed by clicking on the name in Name/Link column." Below this message is a table with the following data:

Status	Request	Name/Link	Note
Available	<a href="#">Change</a>	<a href="#">NSSRS Validation</a>	If you have questions, please contact the help desk at 1-888-285-0556.

4. The table in the middle of the screen labeled "Template Name" will indicate errors and warnings with the District's submitted data. If any errors exist, please correct them before running any reports. The data will not be accurate until all errors have been corrected.

The screenshot shows the NSSRS Validations page in Internet Explorer. The browser address bar displays <https://ndedata02.nde.state.ne.us/Validation/default.aspx>. The page features a red header with the Nebraska Department of Education logo and the text "NSSRS Validations". Below the header is a navigation bar with buttons for Home, Data Collections, GMS, Student & Staff (NSSRS), My Profile, Forms, NDE Staff, Viewer Links, Help, and Training Videos. The main content area is titled "NSSRS Validation Home" and includes a message: "Current District: COLUMBUS PUBLIC SCHOOLS [71-0001] Year: 2009-06-30". Below this message is a table with the following data:

Assurance Reports:	Required Data	Due Date
(What is an Assurance Report?)		
Special Education Assurance Report	October Special Education Snapshot for the currently selected school year.	10/15
	Year-end Special Education Snapshot for the currently selected school year.	06/30

Below the table is a section titled "District Progress:" with the text "Window: DUE OCTOBER 15, REVISIONS ACCEPTED THROUGH OCTOBER 31". Below this text is a table with the following data:

Template Name	Records	Errors	Warnings
STUDENT	0	0	0
STUDENT SNAPSHOT [2008-10-01]	0	0	0
SCHOOL ENROLLMENT	0	0	0
PROGRAMS FACT - EARLY CHILDHOOD	0	0	0
SPECIAL EDUCATION SNAPSHOT [2008-10-01]	0	0	0

5. When the data is accurate, click on the link titled “Verification Reports”.

**NSSRS Validations - Windows Internet Explorer**  
https://ndedata02.nde.state.ne.us/Validation/default.aspx

**Nebraska Department of Education**  
301 Centennial Mall South • P.O. Box 94987 • Lincoln, Nebraska • 68509 • 402-471-2295

**NSSRS Validations**

**NSSRS Validation Home**

Current District: COLUMBUS  
PUBLIC SCHOOLS [71-0001]  
Year: 2009-06-30

Review Errors  
Reprocess Errors  
Verification Reports  
Error Summary

Student Lookup (by demographics)  
Student Summary Attendance  
Lookup  
Assessment Student Lookup  
AYP Count Verification  
Download Staff Data

Current User: witts  
User Access: NDE Staff

**Admin Functions:**  
Change Years [v]  
Submit  
Exit

**Assurance Reports:**  
(What is an Assurance Report?)

Assurance Reports	Required Data	Due Date
Special Education Assurance Report	October Special Education Snapshot for the currently selected school year.	10/15
	Year-end Special Education Snapshot for the currently selected school year.	06/30

**District Progress:**  
Window: DUE OCTOBER 15, REVISIONS ACCEPTED THROUGH OCTOBER 31

Template Name	Records	Errors	Warnings
STUDENT	0	0	0
STUDENT SNAPSHOT [2008-10-01]	0	0	0
SCHOOL ENROLLMENT	0	0	0
PROGRAMS FACT - EARLY CHILDHOOD	0	0	0
SPECIAL EDUCATION SNAPSHOT [2008-10-01]	0	0	0

**Change Window:**  
Choose [v] Go

District Progress Help (pdf)

**Note:** If a report for a prior year is needed, change and submit the year change before clicking the Verification Report option.

6. This screen provides several reports. Scroll to E-rate Report and click on “View Report”.

**Verification Reports - Windows Internet Explorer**  
https://ndedata02.nde.state.ne.us/Validation/VerificationRpt/VerifyMain.aspx

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**NSSRS Validations**

**Verification Reports**

Current District: COLUMBUS  
PUBLIC SCHOOLS [71-0001]  
Year: 2009-06-30

Review Errors  
Reprocess Errors  
Error Summary

Current User: witts  
User Access: NDE Staff

**Admin Functions:**  
Change Years [v]  
Submit  
Exit

**Student Reports**

Report Name	View Report	Description
Membership by Grade, Race and Gender	View Report	Student Snapshot Template needs to be uploaded for the school year and snapshot date selected on the next screen.
Student Group Counts	October Snapshot Year-end Snapshot	Student Snapshot and School Enrollment Template for the currently selected school year need to have been uploaded.
Option Out Students	View Report	October Student Snapshot and School Enrollment Templates <b>from the optioning in districts</b> for the currently selected school year need to have been uploaded.
State of the School Report - Student Performance (Assessment)	By School District-wide	Student and Assessment templates for the currently selected school year need to have been uploaded.
Average Daily Attendance and Average Daily Membership	By School District-wide	Student Summary Attendance Template and an updated Student Template for the currently selected school year need to have been uploaded.
Student Summary Attendance Records	View Report	Student Summary Attendance Template and an updated Student Template for the currently selected school year need to have been uploaded.
ELDA Labels	View Report	Student and School Enrollment Templates for the currently selected school year need to have been uploaded.
ELDA Roster Review	View Report	This report displays students for whom ELDA results have been received from the vendor. ELDA results are expected by May 1.
E-Rate Report	View Report	October Student Snapshot Template needs to be uploaded for the school year. This report is suitable documentation for the Schools and Libraries Program of the Universal Service Fund.

- The system will generate a report that is suitable documentation for the Schools and Libraries Program of the Universal Service Fund. Print and obtain the Superintendent's signature. Copies of this report should be filed with any Erate funding requests submitted for the fiscal year. Districts, ESUs, and the State CIO may require copies of this report for Erate document retention requirements.

[print icon]

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**NSSRS** Validations

Home Exit

1 / 1 Main Report 100% BusinessObjects

Nebraska Department of Education  
2008-2009 FALL MEMBERSHIP E-RATE REPORT  
BY SCHOOL

09-0010 AINSWORTH COMMUNITY SCHOOLS

Snapshot Date: 2008-10-01  
Full Time Equivalency (FTE) Greater Than 50%

Date Printed: 10/9/2008

The purpose of this report is to summarize the 2008-2009 Fall Membership and Free/Reduced Price Lunch Eligibility as of the last Friday in September 2008. Counts do not include prekindergarten or 12th graders with expected graduations prior to 2009. This report is suitable documentation for the Schools and Libraries Program of the Universal Service Fund.

LOCATION	FALL MEMBERSHIP	FREE & REDUCED LUNCH
001 - AINSWORTH HIGH SCHOOL	177	59
002 - AINSWORTH ELEMENTARY SCHOOL	166	78
003 - AINSWORTH MIDDLE SCHOOL	152	64
<b>DISTRICT TOTALS</b>	<b>495</b>	<b>201</b>

I certify that this is a complete and accurate report:

Signature \_\_\_\_\_ Title \_\_\_\_\_ Date \_\_\_\_\_

Local intranet 100%

- When finished, click on “Exit” and sign out of the Portal as usual.
- Contact the NDE Help Desk at 888-285-0556 if you have any difficulty generating these reports.

**Note:** A valid login and permission are required to access the report tool.